

**HANDBOOK**

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**MANITOBA  
WOMEN'S  
INSTITUTE**  
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BY AUTHORITY OF HON. R. D. ROBERTSON, MINISTER OF AGRICULTURE & IMMIGRATION

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# **HANDBOOK**

for the use of

## **MANITOBA WOMEN'S INSTITUTE**



"Our civilization rests at bottom on the wholesomeness, the attractiveness, and the completeness, as well as the prosperity of life in the country."



Prepared by  
N. C. MacKay, Director  
EXTENSION SERVICE  
MANITOBA DEPARTMENT OF AGRICULTURE  
and  
MANITOBA WOMEN'S INSTITUTE COMMITTEE







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# Women's Institute in Manitoba

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The Women's Institutes in Manitoba are organizations working for the improvement of the homes and the community. Some have functioned for over forty years which speaks well for their contribution. Others are newly formed because the women have realized the need of an organization which works for the good of all, regardless of religious beliefs, political affiliations, and national backgrounds. An Institute may be formed in any community where there are ten women, who are 18 years of age or over. They must be willing to assume the obligations of the Women's Institute which, in forty years, has grown until there are district, provincial, national, and international affiliations.

For the protection of all Institutes, and new ones wishing to organize, there is an Act of Legislature known as "The Women's Institute Act", which **defines the constitution**. The objectives are stated as follows:

1. The objects of an Institute shall be to stimulate an interest in the improvement of the individual home, in country and town, and to advance the interests of the community along all lines which lead to better living.
2. All Institutes organized shall be strictly non-partisan and non-sectarian in every phase of their work, and no Institute shall be operated in the interests of any party or sect, but for the equal good of all citizens.
3. No subject shall be presented at any Institute meeting, or discussion allowed, of a partisan or sectarian nature; nor shall any speaker be allowed in his or her lecture, essay or speech, or in any discussion, to advertise wares or schemes in which he or she has a direct or indirect pecuniary interest.

## HISTORICAL

The first women's Institute in the world was organized in Saltfleet Township, Wentworth County, Ontario on February 19th, 1897, in the village of Stoney Creek. The name of Stoney Creek is known to country women in more than a score of countries, as well as, in the Dominion of Canada.

A woman by the name of Mrs. Adelaide Hoodless realized the need of a society which would bring women together to study the subject most important to them—that of homemaking. The vital interest taken by Mrs. Hoodless in urging women to work and study together was the result of an experience in her early married life. She had lost her 18 month old son and the doctor told her his death was caused by the use of impure milk. She felt she was to blame, that she should have known better. She decided she would do all in her power to help others, and bring within the reach of all women the education necessary to prevent similar tragedies.

When the group of one hundred and one women met in 1897, at the first duly called meeting, they decided to organize a Department of



Domestic Economy in affiliation with the Farmers' Institute. It was to be called Women's Department of Farmers' Institute of Saltfleet Township. This was later changed to Stoney Creek Women's Institute. Mr. Erland Lee, a member of the Farmers' Institute played an important part in getting the women together to hear Mrs. Hoodless speak.

The purpose of the first Institutes was to raise the standard of home-making. In the early minutes there was recorded the following words, "A nation cannot rise above the level of its homes, therefore, we women must work and study together to raise our homes to the highest possible level."

In 1910 the Institute movement was adopted and developed in Manitoba. The first Institutes were formed at Morris and Valley River. An Englishwoman, Mrs. Alice Jones, in the Valley River district, was lonely and knew other women were also. In her husband's paper "Farm Crops" she read about the Institute movement in Ontario. She invited the women to her home where the Institute was formed. Mrs. Finlay McKenzie of Morris went back to Ontario to visit her mother, and heard about the Institutes. On her return she met a woman from Ontario who was visiting her sister. They talked of Women's Institutes and a meeting was arranged.

In the early days the fostering of the Institute Movement in Manitoba was assigned to the Manitoba Agricultural College by the Department of Agriculture & Immigration. Later the administration of "The Women's Institutes Act" was made the responsibility of the Minister and the Director of Extension Service, within the Department of Agriculture.

Up until 1933, Institutes received grants from the Department of Agriculture. When the grants were discontinued the Women's Institutes had to face the task of financing themselves. It looked like an impossibility but rather it marked a new step in the growth and development of Women's Institutes—the women taking greater responsibility in the organization and being more alert to the opportunities of service.

## **NATIONAL ORGANIZATION—FEDERATED WOMEN'S INSTITUTES OF CANADA**

The Institute movement spread throughout Canada. In 1919 representatives of the Institute in the different provinces met in Winnipeg and organized The Federated Women's Institutes of Canada.

The objects of the Federation are as follows:

- (a) To co-ordinate the various provincial units composing the Federated Women's Institutes of Canada.
- (b) To act as a clearing house for activities of the various Federal organizations.
- (c) To raise the standard of homemaking.
- (d) To develop agriculture.



- (e) To promote educational, moral, social, and economic measures.
- (f) To encourage co-operation and community efforts.
- (g) To initiate nation-wide campaigns in accordance with the objects of the Federation.

Today the Federated Women's Institutes of Canada are financed by an affiliation fee from each Province based on five cents per member, and the sale of the Federated seals. A meeting of the Board of Directors is held every second year in one of the provinces. Each provincial Institute appoints two representatives to the Board of Directors.

The F.W.I.C. is becoming more and more important in representing the rural woman of Canada. It is essential that we realize this and provide opinions and information which will be useful to the officers who carry the responsibility.

### **INTERNATIONAL ORGANIZATION — ASSOCIATED COUNTRY WOMEN OF THE WORLD**

In 1929, representatives of rural women's organizations were invited to meet with the International Council of Women, as there was a growing feeling for the need of an international organization. Lady Aberdeen, who was the president, and Mrs. Alfred Watt, who had been responsible for the organization of Women's Institutes in Great Britain, took the lead. It was decided to form an international rural women's organization, and a meeting was arranged for 1930 in Vienna. This meeting set up a Liaison Committee of Rural Women's Organizations. In June 1933, at a meeting held in Stockholm, Sweden, the constitution was adopted and the name "The Associated Country Women of the World" accepted. In 1947, at the fifth conference in Amsterdam, the constitution was changed with a broadening of the objectives which are stated as follows:

- (a) To promote and maintain friendly and helpful relations between Country Women's and Homemakers' Associations of all nations, and to give any possible help in their development in the economic, social and cultural spheres.
- (b) To further the common interests of these organizations.
- (c) To encourage the formation of new organizations working for the interests of country women, especially in countries where this need has not been met.
- (d) To stimulate interest in the international aspect of rural life and development.
- (e) To work together for the betterment of rural homes and communities, through study and action in the spheres of homemaking, housing, health, education, and particularly all aspects of food and agriculture, so as to secure in all countries the basic necessities of healthy and happy living and to maintain our heritage of a fertile and beautiful countryside.
- (f) To further international relations in every way consistent with the aims of the Association.



The A.C.W.W. today represents five and a half million women. With the United Nations recognition of voluntary organizations, rural women have the opportunity of expressing themselves through the A.C.W.W. This also places added responsibility on rural women—to be informed, and to state their opinions. A conference is held triennially. The Manitoba Women's Institute, as a constituent Society, has the right to five delegates, and to nominate and vote for officers.

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## **Women's Institute**

### **HOW TO ORGANIZE**

Any group of ten women, each of whom is eighteen years of age or over, residents of Manitoba, and not members of any other Institute, may ask to form a Women's Institute. In order that the group may understand the work of a Women's Institute, and the obligations of those joining, it is best to ask the Department of Agriculture & Immigration to arrange a meeting. This may be done by writing the Director of Women's Work; however, if it is not possible to arrange a meeting, a letter covering the details, and an application form or petition for the formation of an Institute will be sent. When the signed petition is returned, a meeting will be arranged by the Department at which a Board of Directors will be elected, and the Institute formally organized.

### **RESPONSIBILITIES OF MEMBERS**

The strength of the Women's Institute depends upon the loyalty and co-operation of the members. The members are the most important people. All members should be alert to the ways and means the Women's Institute can be effective in the community, the district, and in the broader fields of the W.I. work. Members should keep themselves informed. Press and radio provide most useful material, which is frequently missed because people are too busy. W.I. meetings can be a means of bringing important items of news, consumer information, or general interest to the attention of the members.

The success of W.I. meetings depends to a large extent upon the members. Try to be on time. Observe the rules of procedure when the business is being conducted; address the chair when speaking, make motions quickly, stay to the point of discussion, and abide by the decision of the majority. The W.I. helps the individual member to develop and inform herself by expecting and encouraging her to give demonstrations, papers and talks.

To be elected to office shows that other members have faith in your ability to fill the position. From the wider experiences you will discover new ideas, make new friends, find opportunities to share with others the information gained, all of these making it easier to do the next thing a little better.



## **OFFICERS' RESPONSIBILITIES**

The constitution sets forth certain duties of officers. The efficiency of the Institute depends upon the way the officers assume their responsibilities.

When a member is selected for the Board or an office she should accept if at all possible. It is an honour to be chosen and it provides another opportunity in the ladder of achievement. Accepting an office will mean added responsibilities. One should familiarize oneself with the details of the constitution which are contained in an Act of Legislature and provide for the protection of Institute objectives and policies throughout the Province. Know the constitutional details regarding the office to which you have been elected. Familiarize yourself with projects being undertaken, and the stage of completion. Suggestions coming from the District, Provincial, National, and International organizations should be carefully studied to see how the local Institute can co-operate. Analyze information sent to the Institute to see how it can be applied to your community. List suggestions, and bring these before the Board of Directors for consideration. If plans are accepted they should be presented for approval to the members at the next meeting.

Officers should remember the objectives of the Institute. There has been a tendency to neglect the "improvement of the individual home," and to deal more on community betterment. Another thing of importance is to remember our obligations to our own organization, and see that these come first.

The members of the Board of Directors and the officers, by being familiar with the agenda, can do much to promote discussion, and to help arrive at decisions at the regular meeting. A knowledge of the rules for conducting meetings helps to get us where we want to go without losing the way. Free and open discussion, as made possible by following parliamentary procedure, will in the end assure a fair hearing for all on controversial questions. Officers and chairmen of committees, who must report at meetings, should have a written statement ready. Officers should be on hand to start the meetings on time; in the event of the president being late, the 1st vice-president should take the chair. The wish of the majority rules, and when the meeting makes a decision it is the responsibility of the officers and members to see it is carried out.

## **ELECTION TO BOARD OF DIRECTORS, IN LOCAL WOMEN'S INSTITUTES**

At the first meeting and every subsequent annual meeting of each W.I. the members present nominate by ballot and elect by ballot the Board of Directors. The "Act" provides for a quorum of five for a Director's meeting, and limits Directors to between five and ten unless an Institute has over 50 members when one additional director may be elected for every ten members. On a motion of the members, the number of directors is decided. Membership fees carry over until the end of the annual meeting in November, therefore, every paid-up member is eligible for nomination and election to the Board of Directors at the annual meeting. It is recommended that paid-up members' names be listed on a blackboard or large sheet of paper.



Each member present at the Annual Meeting has the right to nominate, by ballot, the total number of directors, but should remember the officers come from the Board of Directors. Two scrutineers should be appointed, either by the meeting or the chairman, to give out the papers for nominations and check names recorded. A woman's name may appear on several nomination papers, but is listed only once on the report brought in by the scrutineers. A check mark may be made beside the name of the member on the blackboard list to indicate her nomination, and to assist members in the voting. Ballots are then distributed. Those receiving the highest number of votes are elected.

The Board of Directors so elected must meet within one week and elect from amongst themselves the president, first and second vice-presidents. The members of the Board of Directors should consider the offices to be filled, and the home and other responsibilities of the women being selected for office. Too often a woman is asked to assume too many offices in community organizations at the same time, this makes it difficult for her to give her best to any one along with her home responsibilities. At the meeting a pro tem chairman and secretary should be appointed along with two scrutineers. Nomination and voting are carried out in a similar manner to the election of the board; namely by ballot.

The secretary-treasurer may or may not be a director, and is appointed by the Board of Directors.

### DUTIES OF OFFICERS

**The President**--The President guides the Women's Institute during her term of office. This does not mean she does all the work herself. She must keep in close touch with the chairman of committees and other officers to make sure they are ready for meetings. It is her responsibility to arrange for meetings of the Board of Directors to get assistance with planning the agenda, and discussing business which will be brought before the meeting. The final drafting of the agenda is usually done by president and secretary.

The president, when conducting the meeting, seeks to draw from the members what they think and want to do. She should not impose her own point of view. If the president wishes to participate in the discussion as a regular member, she can ask the vice-president to take the chair. The president, or, in her absence, the vice-president, should preside at all meetings; if sections of the meeting are turned over to a convener or chairman of a committee, the president should remain in the chair. Recognized procedure should be carefully followed unless otherwise defined in the constitution.

The president is often called upon to represent the Institute at meetings of other organizations and community gatherings. She should familiarize herself with the nature of the meeting, and if necessary consult with her Board of Directors before attending. It must be remembered that the president is invited because she represents a group of women and not because of herself, therefore, what she says is expressed on behalf of the members, and the Institute will be judged accordingly.



**Vice-presidents**—The vice-presidents assist the president and, in her absence, take her place. Sometimes a vice-president is not fully enough informed on matters to be brought before the meeting and, in the absence of the president, finds it difficult to chair the meeting. This does not occur when regular meetings of the Board of Directors are held.

**Corresponding Secretary**—Some W.I.'s appoint a Corresponding Secretary whose responsibility it is to write all letters on behalf of the Institute; in the Manitoba Women's Institute and in some local branches the Corresponding Secretary writes only the courtesy letters — thanks, congratulations, and condolences.

**Secretary-Treasurer**—Some Institutes divide this office, which means two people carry the responsibility. If the office is divided, care must be taken to define the duties of each.

The Secretary keeps a record of the proceedings of the organization. Correspondence to a Women's Institute is usually sent to the Secretary. It may go to the President as the head of the organization, but it is the secretary who is responsible for all records of correspondence on behalf of the group.

An accurate account of all monies received and spent should be kept. When bills are paid, receipts should be obtained and attached whenever possible; it simplifies the auditing of the books. The Treasurer should have a receipt book on hand and upon the payment of fees the members should receive a receipt. Institute funds should be kept in a chartered bank. It is best to have three signing officers with any two names appearing on a cheque. This provides for emergencies should one of the signing officers be absent or ill. A motion must be passed following the election of officers, and a form obtained from the bank to record the motion and signatures of those authorized to sign. The correct signature is Mary Jones not Mrs. John Jones. The Treasurer, upon a motion of the meeting to have certain accounts paid, makes out the cheque and has one of the signing officers, usually the president, place the second signature on the cheque. A letter should accompany cheques sent through the mail stating what the cheque is for and other particulars to be noted. When the offices of Secretary and Treasurer are divided there should be an understanding as to whose responsibility it is to write the letter, usually it is agreed to be that of the Secretary. At each meeting the Treasurer presents a statement of the finances and at the annual meeting the audited statement should be presented.

## CORRESPONDENCE

Correspondence may be received by the Secretary, the President or an individual member. All correspondence received between meetings should be listed. It simplifies the handling if it is kept in a special file marked current correspondence and a list made. At the Directors' or Executive meeting all correspondence should be considered and suggestions made as to the manner in which the matter might be handled; the final decision should be left to the members at their meeting. The Executive or Board of Directors may have to make a definite decision in regards to correspondence which requires immediate answering or



action. In such cases, a report should be given to the members at their regular meeting, and the Executive or Board take the responsibility for their decision. Correspondence received by individual members should be brought to the attention of the President and Secretary prior to the meeting in order to allow time on the agenda for consideration. Responsibility for replying to such correspondence is that of the Secretary, unless the meeting gives other instructions which should be recorded in the minutes.

The incoming correspondence may be divided into different categories: (a) business of the organization on a local, district, provincial, national, or international level; (b) information to the organization; (c) requests or demands from other agencies. Under the business of the organization (a) time must be taken to make a decision or decide on the action to be taken, and how it will be carried out. The Secretary should be instructed how to reply when an answer is necessary, or if further information is required.

Information for the organization (b) may require action or a decision. If the matter is of particular interest, it should be brought in detail to the members at the regular meeting. If it is lengthy, it may be assigned to someone or handed to the convener of the programme committee to be condensed and reported on at the regular meeting. If it pertains to the work of a special committee it may be handed to the chairman and merely mentioned at the regular meeting.

Requests or demands from other agencies (c) should be considered in relation to (1) the constitution; (2) the programmes and projects of the W.I. for the year; (3) is it a function or responsibility of W.I.; (4) whether or not other organizations should be brought in to help; and (5) the budget.

The reply should state the opinion of the organization and not that of the person writing. Important letters should be drafted, and the Executive consulted before sending the letter. Since most secretaries must write their letters in long hand a brief note should be attached to the original letter stating date answered, and referring to the decision which appears in minutes of a certain date. If the letter involves the sending of money the money order slip should be attached, and any particulars for reference in case of loss.

### **FILING CORRESPONDENCE AND INFORMATION**

Correspondence should be filed to the end of the year, at which time the officers should check it over carefully to see what can be destroyed. All receipts, reports, etc., should be kept in permanent files, and handed on to the next secretary. All information regarding regulations or rulings should be permanently filed, until a change is made which cancels previous regulations. All information handed to Committee Chairmen should be recorded on a separate sheet along with date received. Committee files should be returned at the end of the year to the Institute Secretary.

W.I.'s should invest in a small steel file box to provide safekeeping of records. A brief-case for the use of the secretary is also a good investment and cardboard envelopes for each chairman of a permanent committee.



## MINUTES AND MINUTE BOOK

In the minutes, the business, the work, the achievement, and the growth should be available for reference. In the case of misunderstanding or disagreement the minutes may be checked and are final as recorded. A stiff-covered minute book with good paper should be used. Pages should be numbered to be assured that nothing is removed, using continuous numbers right through the book and continuing into the new one.

### PROCEDURE IN WRITING MINUTES

First record the type of meeting, the name of the organization, time, place, the chairman, and the number present. E.g., "The regular monthly meeting of the Souris W.I. was held in the annex of the Souris Community Hall, Thursday, October 2, at 2.30 p.m. Mrs. A. Jones in the chair, forty-eight members, and two visitors present." The Secretary should keep in mind that the minutes are the recorded proceedings of the meeting and should not be her opinions. Items of business are dealt with in the meeting. If there are any errors or omissions, these should be corrected, stating,

Moved by .....

Seconded by .....

"That ..... " Carried.

Reports of committees may be summarized in a brief paragraph, and the motion regarding their receipt or acceptance be recorded. Business arising from a report should be handled by motions, the motions stating clearly the action the meeting desires taken. Reports of committees are only recorded in their entirety when the meeting asks for them. Correspondence should be listed, and a brief statement made regarding the content; the motion covering the action should be carefully recorded. The main items of programme cannot be given in detail, but the subject should be stated and, if the meeting desires, a brief synopsis included.

### ACCEPTANCE OF MINUTES

At the next regular meeting, minutes of regular, special and Board of Directors meetings should be read by the Secretary, and adopted by the meeting. If there are any errors or omissions, these should be corrected before the minutes are approved. The adoption of the minutes should be done in one of three manners: The Chairman asks if there are any corrections and, if not, states that the minutes are approved; or the Chairman asks for a motion, it is made by a member, seconded by another member, then put to the meeting; or the Secretary moves the adoption and another member seconds the motion. In accepting minutes of the Board of Directors meetings either the second or third method should be used.

The members are responsible for the minutes, and should correct any errors, or have included details which were omitted. Upon the approval of the majority, certain paragraphs may be deleted, if they do not wish the details to appear in the records. After the minutes have been approved they should be signed to certify that they are correct. This is done in the following manner: Attest; Mary Grey, Secretary. The President also places her signature below that of the Secretary.



## COMMITTEES AND REPORTS

A committee is named to investigate, to plan or to execute a project. When the committee is named the scope of its work should be defined. There are usually two types of committees: first, those which function throughout the year and are known as standing committee; and second, a committee named for a special project and dissolved when the project is completed.

All committees are responsible to the members and at regular meetings should present information or plans for approval before actually carrying them out, unless otherwise instructed when the committee was named. If instructions include completion of plans then the committee reports to the members when its task is finished.

**Standing and Special Committees** — The Advisory Board of the Women's Institute does not favour having a long list of standing committees which function rather haphazardly during the year. However, some work of the Institute is best handled by a standing committee, such as the programme.

The Advisory Board recommends naming a special committee when there is a special job to be undertaken, and dissolving it when that job is completed. The length of time such a committee functions depends upon the assignment.

**Chairman or Convener**—Each committee has a Chairman or Convener who is responsible for calling the committee together, chairing the meeting, and reporting at the regular meetings of the Institute. If the Chairman is not a member of the Board of Directors she may be requested to attend a Board Meeting and present a report on her committee's work, especially if it involves information on a project upon which a decision will have to be made at the next W.I. meeting. The Chairman should prepare a written report, making two copies, one to be handed to the Institute Secretary, the other to be placed in the committee files. These should be dated.

**Meetings of Committees**—Meetings should be conducted in a business-like manner, with one of the members serving as secretary of the committee. Recommendations should be put in writing so that there is complete understanding. The President is ex officio a member of all committees, and should be notified of meetings. It may not always be possible for her to attend; if she is not present, the chairman should make her familiar with the details before presenting her report at the regular meeting.

**Reports at Annual Meetings**—Before the annual meeting each committee should meet and prepare the report to be presented by the chairman. It should include a summary of work, and may contain recommendations. If a special committee has not completed its work by the end of the year it should prepare a progress report for the annual meeting, including recommendations for the completion of the undertaking. Usually such a committee is re-appointed to finish the job. If special committees have completed their work and have been dissolved, it is the responsibility of the president or secretary to include a report of the project.



**Money and Committees**—The relations of money and committees often cause difficulty in Institutes. There should be a clear understanding of how all accounts and monies are to be paid. The best method is to have all the monies go through the W.I. books, and cheques issued for payments. This eliminates many difficulties. As an alternative, money may be advanced to the committee upon a motion, and a convener authorized to pay bills and return a statement with receipts attached along with the unused balance. All monies received would then go directly to the treasurer. The financial report of a committee should indicate money raised and the money expended.

**Committee Files**—Committee work should be summarized in order to avoid collecting unnecessary records. Care must be exercised to include the important items. The Women's Institute should consider providing envelope pocket files for each chairman. These are inexpensive in comparison to the value.

### PROGRAMME PLANNING

Each year an increasing number of Institutes have planned their programmes on a yearly basis and the Advisory Board recommends this as the most satisfactory method. The programme committee should be set up at the December meeting, this allows time to find out the interests of the members, to collect material, and draft the next year's programme. The chairman is usually a member of the Board of Directors. For the smaller institutes — with 10 to 18 members — the programme committee might include: the chairman, delegates to provincial convention, representative on district board, and President ex officio. In the larger Institutes the committee might include the chairman, secretary of the Institute, delegate to provincial convention, delegates to district convention, representative on district board, and others who would contribute helpful suggestions along with the President ex officio.

The report of the committee should be ready for presentation at a Directors' meeting, prior to the annual meeting. Following approval of the members at the annual meeting, a decision should be made as to whether the programme is to be printed or made available in some other form. The Committee's work is now over. A new committee is named to plan for the next year. However, there is need of a programme convener whose responsibility it will be to see that the programme is carried out as planned and to remind speakers and others of their promises. The Programme Convener would also be responsible for making any adjustments, and should it be necessary to change the date of a meeting the President should consult the Programme Convener before any decision is made.

In assigning the responsibility for the actual meeting, three plans have been used successfully, individual members and others are asked to participate, or a convener is named who is made responsible for one meeting, or the W.I. members are divided into three groups and each group assigned three meetings.

Institute programmes divide into three parts, (a) business, (b) educational and (c) social. The business is the responsibility of the officers. The educational and social are the responsibility of the programme



committee. However, it is important that the business part of the meeting is handled efficiently, otherwise it limits the time that can be spent on the educational and social periods.

All members of the committee should be alert to articles, information, and subject matter which might be of interest to the members, and either keep these or a record of where they can be obtained. The committee lists subjects recommended by the Advisory Board, F.W.I.C., and A.C.W.W., as well as topics introduced at the provincial and district conventions.

In July, August, or September the committee meets to prepare a list of 20 or more topics to be submitted to the members at the next regular meeting when they indicate their preference. This can be done by numbering and listing the topics on a blackboard, making out slips of paper with corresponding numbers, and having the members check the ten they prefer. Following the summary of the members' preferences, the programme for the coming year is drafted. The year dates from December to November, the annual meeting. This should be blocked out into months allowing two months for convention reports. Special thought should be given to the annual meeting to make it more than a business meeting. A definite time should be assigned for the main features on each programme and consideration given to the best method of presenting them. Ways, which may be used to present topics, are as follows:

**An Address by a Member**—A member may be asked to prepare a talk on a particular subject. If she requires reference material it should be obtained by the programme committee.

**Special Speakers**—Special speakers may be invited when it is felt they will bring information or entertainment as required.

**A Panel Discussion**—A panel discussion is the most formal of the discussion groups, and is used mainly to present special information when the audience is too large for everyone to participate. It consists of a leader and from three to six helpers, who take their places on a platform. The leader introduces the subject, and asks the helpers in turn to present the material they have prepared. When all have finished, those participating ask each other questions, and the leader sums up their findings. Following this, the meeting is thrown open to the audience and questions are answered by members of the panel. The chairman gives a second summing up of the findings, ending the Panel Discussion.

**Round Table Discussions**—The chairman introduces the subject, and draws the other two or three who are prepared to talk into the discussion. After a short time the meeting is thrown open. The chairman keeps the discussion to the point, and finally closes it by summing up and presenting the findings. It is a good method for presenting information, for clarifying ideas, and for giving every member a chance to participate.

**The Open Forum**—A speech is given, followed by members of the audience expressing their opinions, asking questions from the floor, or submitting questions on slips of paper. The chairman should define



which of the above methods is to be followed before introducing the speaker. It might be necessary to set a time limit on discussion. To avoid a lag in the discussion, questions may be handed out in advance.

**Debates**—In a debate two or three speak in favour of a given subject (the affirmative) and the same number against it (the negative). Each speaker makes a prepared speech of an agreed length. At the end of the debate the leader of the negative speaks first in the rebuttal, and the leader of the affirmative has the last chance to speak.

**Film**—Films are of more value when introduced by an explanation and followed by a discussion.

**Demonstration**—The demonstration is popular because it shows others how to do things and get good results. The majority of demonstrations are given by members.

### **SPECIAL CONSIDERATIONS OF PROGRAMME COMMITTEE**

**F.W.I.C. and A.C.W.W.**—The Advisory Board recommends that five minutes be given over to information on our national organization, the F.W.I.C. and/or International organization, the A.C.W.W. Information on these subjects may be obtained from the "Federated News" and the official organ of the A.C.W.W., "The Countrywoman".

**News of the Day**—Some Institutes like to bring to the attention of the members important events or news of the day, and allow five minutes at each meeting.

**Keeping Fingers Busy**—New ideas for making small articles are always welcomed by members. It is suggested 10 minutes might be allowed for a practical programme. When articles lend themselves to display it would be interesting to have those made brought to the next meeting.

**Social**—The social side of the meeting should be an enjoyable half hour in which mutual experiences may be shared. A short time spent in play takes our minds off our work and gives us a mental vacation. Games mix the crowd, break up the groups, and get us thinking of others. Planning is essential to make sure that the social side of the meeting is a time profitably spent and enjoyed to the utmost. There are several types of activities which are suitable for group meetings where time and space are limiting factors. These are paper and pencil contests, relays, elimination games, hunting games, stunts, guessing games, games of skill, singing, or musical games. When choosing make sure that the material is timely, not too difficult, and of general interest to the group participating.

### **PROJECTS**

Many Women's Institutes initiate projects in their communities because of some particular need or interest of the people. These may be educational, for community betterment, or for the purpose of raising money. Besides this other organizations approach the Women's Institute asking them to raise funds or further their programme; such requests should be very carefully considered in relation to other W.I. commitments.



Care must be exercised in the number and type of projects undertaken or the members and the community may be overburdened. Projects should be as carefully planned as the yearly programme. This can be done by having a committee which considers and recommends projects to be included. A careful analysis should be made under the following headings:

- (a) What is the purpose?
- (b) Is it in keeping with our objects?
- (c) Is it the responsibility of the Women's Institute?
- (d) Should other organizations be asked to participate?
- (e) Does it involve an expenditure of money—if so how should it be financed?
- (f) Can the W.I. make a success of it along with other commitments?

### AGENDA

An agenda is a plan for the order of items on the programme. The final responsibility for planning the agenda rests with the president. The secretary should give the president a list of any unfinished business, correspondence, or new business to be considered; and the convener of programmes the particulars regarding the educational and social features, including the names of those taking part. The drafting of the agenda may be done at the Directors' meeting which precedes the regular meeting. The following may serve as a guide:

#### Formal Opening —

O Canada, or Institute Ode, or Mary Stewart Collect for Club Women.

#### Business —

Roll Call  
Minutes  
Treasurer's Report  
Correspondence

Reports of Committees  
Unfinished Business  
New Business

#### Educational Features —

Five Minutes F.W.I.C. and A.C.W.W.  
Current Events  
Practical Suggestions (10 minutes)  
Paper, Talk, Demonstration or Film  
Questions and Discussion  
Adjournment

#### Social Period —

Contest or Games  
Tea  
Display

A sing song may be given a special place or songs may be interspersed to lighten the meeting.



## BUDGETING

Each Institute should make a plan or budget at the beginning of each year for the money needed to meet its obligations and carry out projects being undertaken. It will also help the Institute to anticipate the amount of money it will have to raise during the year.

### Obligations —

Provincial Fees  
Convention Fee  
District Fee

A.C.W.W. Delegate Fund  
District Convention Delegates  
Provincial Convention Delegate

### Additional Expenses —

Expenses of speakers  
Material, books, etc.  
Donations

Projects, local, district  
and provincial

### Anticipated Income —

Monies on Hand

Fees

## FEES AND FUNDS

To belong to any organization, fees or dues must be paid at the time of joining, and at the beginning of each fiscal year. In the Women's Institute of Manitoba, fees carry over till the end of the Annual Meeting which is held in November.

Fees are the first obligation of any Institute, and are made up as follows:

**Local Fee**—Each Institute is required by the Act to charge its members 25c as or part of their annual subscription. In most Institutes 25c is part of the annual subscription, each Institute having the right to set the amount they assess their members. If the fees do not cover the Provincial and District fees the Institute must raise monies to take care of its obligations. An Institute is not in good standing if the above fees are in arrears.

**Provincial Fee**—Each Women's Institute at the beginning of the fiscal year pays to the Manitoba Women's Institute the amount decided upon, from time to time, as the Provincial Fee for the total number of women who have paid their fee into the local Institute during the year just ending. This fee is a three in one fee, as it makes each member a member of the Manitoba Women's Institute, the Federated Women's Institutes of Canada, and the Associated Country Women of the World. The Advisory Board of the Manitoba Women's Institute pays to the F.W.I.C. and the A.C.W.W. affiliation fees.

**Provincial Convention Fee**—In 1934, it was decided to pool the transportation costs of delegates to Provincial Conventions. To do this the Advisory Board assesses each Institute the sum required to make this possible and to take care of additional expenses involved in the conducting of the Convention.



**District Fee**—Each District Women's Institute Board requires funds to hold Board meetings and conduct the Annual District Convention. The District's fees vary in amount. Each District Board plans a budget and submits it to the delegates at the time of Convention, the fees being set in accordance with the requirements of the District to function properly.

**A.C.W.W. Delegate Fund**—In order to have sufficient money to send at least one delegate to the triennial conferences of the Associated Country Women of the World, it was decided in 1948, to ask each Institute to contribute at the rate of 25c per member per year to the special A.C.W.W. Delegate Fund. It is difficult to know just how much money will be required each time as the place of the conference is not known definitely until a year in advance. Therefore, it was felt the fund should be reviewed from time to time, and if a reserve is built up the amount to be contributed could be altered. It should be noted that the Women's Institutes of Manitoba are entitled to five delegates at A.C.W.W. conferences.

**Silver Jubilee Fund**—This fund was created in 1935, on the Silver Jubilee of the founding of the Women Institutes in Manitoba. The purpose was to provide for the continuation and further developments of Institute work. An objective of \$5,000 was set and no interest could be used until this was reached. It took 10 years. Now the Advisory Board considers special projects, which will benefit the Institute as a whole, to be financed from the interest. The monies of this fund are invested in Bonds.

## ANNUAL REPORTS

Annual Reports are essential to evaluate within the organization, to give a summary to the community, and to give a form of report which can be easily summarized and compiled for the provincial records. There are two types: first, officers' and chairmen of committees' reports at annual meetings; and secondly, the summarized annual report forms.

For the annual meeting all reports should be written, and a copy should be handed to the secretary. A copy of committee reports should be retained for the file. Remember the reports are included in the records of the Institute and should provide information. The President's report should contain an analysis of work and undertakings, telling what has been accomplished. The Secretary's report is a statistical report giving the number of: meetings, directors' meeting, members, average attendance, new members, those leaving, letters received, letters written, delegates and visitors to convention, and any other information which requires summarizing in this manner. The Treasurer presents the audited statement of finances; all funds on hand at the beginning of the year, monies received, monies spent, special funds and assets should be included. Chairmen of Committees should present reports. The form depends upon the nature of the committee's work. It may be statistical or may require more detail of procedure for record purposes.



## ANNUAL REPORT FORMS

Annual report forms are sent out just before the end of the fiscal year, October 31st. There are three copies, one is retained for W.I. files, one is sent to the Secretary of the District, and one to the Secretary of the Manitoba Women's Institute, who prepares a report for the Minister of Agriculture. The completion of the Annual Report forms is the responsibility of the president, the vice-presidents, and the secretary-treasurer, immediately following the end of the fiscal year. The Act requires that it be forwarded within one week after the annual meeting.

Each question should be answered, if it applies to the W.I. and give as much information as possible. This is essential to get an accurate picture of the work of local W.I.'s, and to compile a summary on a district and provincial basis. Special projects should be stated in detail at the end of the report, or on a separate attached sheet.

An accurate statement of finances is required by Act of Legislature. Officers are not always careful enough with this section of the report. The auditor's signature should be on each copy of the financial statement. Then the president and treasurer must sign the statement in the presence of a Commissioner, Justice of the Peace, or Notary Public. These signatures are under the "Canada Evidence Act 1893", and it is a statutory offence knowingly to place your signatures to a statement which is not a true and accurate accounting of monies received and expended. The officers compiling the reports are responsible for signing them.

## ANNUAL MEETING

The Annual Meeting is an important day in the Women's Institute. It is the day to evaluate the work accomplished, and at the same time to make plans for the year ahead. The constitution determines the date of the Annual Meeting stating it must be held between the 4th and 20th days of November, both days included. At least two weeks' previous notice should be given stating the full particulars as to date, place and time.

The Annual Meeting should be open to the public, and provides the opportunity of reporting to the Community on what has been accomplished and how monies have been administered.

The following procedure is used:

**Chairman**—The President may be in the chair, or the meeting may decide to appoint a chairman for the occasion. If so, the chairman should be familiar with the constitution of the Women's Institute.

**Minutes**—The minutes of the **last annual meeting** should be read and adopted.

**President's Address**—The President, if she is in the chair, asks the Vice-President to take her place while she presents her address. It should be a summary of the work making general comments on the success of the undertakings. It is then accepted on a motion.

**Secretary's Report**—The Secretary gives a statistical report for the year.



**Treasurer's Report**—The Treasurer's report is an audited statement. The adoption of the Treasurer's report is generally on a motion made by a member, however since it is an audited report the Treasurer may move the adoption.

**Reports of Committees**—Conveners of committees functioning to the end of the year, should report on the work of their group. The report should be signed and handed to the Secretary, as well as a signed copy in the files of the committee. Committee reports are received or accepted separately. Recommendations are dealt with under unfinished or new business depending on the nature.

**Unfinished Business.**

**New Business.**

**Election of Directors**—See page 37 for detail.

**Auditor**—The chairman asks for the appointment of an auditor who shall not be a director. This is also done by nomination and election by ballot.

**Committees**—Appointment of committees and conveners may be left until the following meeting when new officers are installed.

**Address**—If an outside person is asked to speak at your annual meeting, make every endeavour to see that there is a good attendance.

## **DETAILS REGARDING ELECTION OF DIRECTORS**

The President may remain in the chair as officers are not elected at this meeting, or the meeting may choose to appoint a chairman. Care must be taken to make sure she is familiar with the constitution.

**Scrutineers**—Two scrutineers should be appointed. Act, sec. 10.

**Instructions**—The chairman addresses the meeting regarding the number of Directors to be elected and the procedure, which is, nominations and election by ballot. Act, sec. 12.

**Distribution of Nomination Papers**—Scrutineers distribute papers on which the paid-up members for the previous year list their nominations. Act, sec. 9-2.

**Nominations**—Scrutineers announce the names of women nominated for election to the Board of Directors. (Note: Nomination papers are not counted).

**Distribution of Ballots**—Ballots are given out and members vote on the required number of Directors.

**Counting Ballots**—Scrutineers count the ballots, and present a report to the Chairman. Those receiving the highest number of votes are elected.

**Board of Directors**—The Chairman announces the Board of Directors, and charges one woman with the responsibility of calling a meeting



of the Board of Directors within one week for the election of officers for the coming year. Act, sec. 12 (Note: This is done in the same manner, namely nomination and election by ballot).

### DELEGATES TO CONVENTIONS

The Advisory Board recommends choosing the delegates for the Provincial and District Conventions early in the Institute year, preferably in December or January. This gives them time to familiarize themselves with the business to be conducted at the Convention, and to make the necessary arrangements to be away from home.

**Provincial Convention**—Each W.I. is entitled to send **one** delegate to the Provincial Convention. It is recommended that the delegate be chosen by nomination and election by ballot.

**District Convention**—Each W.I. sends **two** delegates to the District Convention. It is recommended they be chosen by nomination and election by ballot.

**Nomination of Candidate to District Board**—It is important to remember that District Officers are selected from those elected to the Board. The President becomes a member of the Manitoba Women's Institute Advisory Board; if chosen to represent Manitoba on the F.W.I.C. Board of Directors or the A.C.W.W. she may be asked to assume further responsibilities. It is therefore essential to the whole organization that the most capable women are brought forward at a time when they can assume the responsibilities involved.

Each W.I. has the privilege of naming one of its members as a candidate for election to the District Board. It is recommended that the Institute choose its candidate by ballot. The official nomination takes place at the District Convention when each delegate attending records in writing the nomination made by her Institute.

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## District Women's Institute

The province, from time to time, is divided into Districts. This allows Institutes to meet together and discuss problems in common. It also provides a means of having areas of the province represented on the Advisory Board, the District Presidents serving as members. The handbook contains the constitution of the District. Page 37.

At the present time, 1952, there are ten Districts named — Birtle, Dauphin, Manitou, Portage, Roblin-Russell, Roland, South-Eastern, South-Western, Swan Valley, and Winnipeg.

**District Conventions**—A convention is held annually in each District between May 10th and September 15th, at such places and times as decided by District Officers; all dates must be approved by the Provincial Advisory Board. This is the annual meeting of the District, and sufficient time should be allowed for District business.

- (a) Each Institute is entitled to send two delegates to District Convention.



- (b) Eight delegates constitute a quorum for a District Convention.
- (c) Reports must be presented, giving names of all Women's Institutes in the District, and the receipts and expenditures of District funds in an audited statement for the preceding twelve months.
- (d) An important function of a Convention is to bring Institutes together. It enables the members to meet, become friends, to confer and work together.
- (e) Each Institute nominates a representative to the District Board, who may or may not be elected on a vote of the delegates.
- (f) Delegates appoint an auditor at the Annual Convention.

### **DISTRICT BOARD**

- (a) The District Board shall consist of not fewer than six and not more than twelve members.
- (b) Each delegate present at the District Convention, records in writing the person nominated to the District Board by her Institute. An Institute can only nominate one of its members.
- (c) Both nominations and election are by ballot.
- (d) Officers. At the close of convention, or within 10 days, the elected Directors shall meet and elect a President, Vice-Presidents, as well as an Advisory Committee of as many members as they deem necessary. These persons with the Officers form the Executive of the District. The Secretary-Treasurer, who may or may not be a member of the Board, shall be appointed.
- (e) A Quorum for a Board meeting is five, and three for an Executive meeting. District Board meetings are usually held twice a year. Women's Institutes not represented on the Board must receive a report. This is a problem to be worked out by the District Board.

### **DISTRICT PROJECTS**

The District, either in convention or through the Board, may decide upon District projects. These should be of interest to the majority and will vary greatly in the different Districts.

Rallies held in the fall have been very successful. The District Board groups the Women's Institutes, then each group plans and arranges its rally. All Institutes should share the responsibilities.

Special problems have been studied by Districts and appropriate action taken by representatives of the District Board.

Providing monies for the District President to visit the Institutes has proven very helpful to the Institutes and the District Presidents.



# Manitoba Women's Institute

The Manitoba Women's Institute is made up of all the local Institutes and the total membership within the province. A woman joining a local Women's Institute by virtue of paying her fee becomes a member of the local, the District Women's Institute, the Manitoba Women's Institute, the Federated Women's Institutes of Canada, and the Associated Country Women of the World. The fee she pays may not actually cover all of the affiliation fees. The Institute upon the decision of the majority decides whether they meet its obligations by the membership fee or raise money to cover a portion. According to the "Act" a member must pay at least twenty-five cents as, or part of, her annual subscription.

The Directors of the provincial organization are the Presidents of each District, the Director of Home Economics of the University of Manitoba, and two women appointed by the Minister of Agriculture. Board meetings are called usually twice a year, with special meetings at the time of the annual meeting or provincial convention. The officers have full power to act on behalf of the organization, and all grants of money and other funds may be expended under their direction in accordance to the by-laws of the organization.

The objects of the Manitoba Women's Institute are as follows:

- (a) To unite the local Institutes throughout the Province.
- (b) To act as a clearing house for activities of the various local Institutes.
- (c) To develop homemaking and agriculture, and co-operate with the Manitoba Department of Agriculture.
- (d) To voice the sentiment of the local Institutes on all matters of importance within the scope of Women's Institute work.

The annual meeting or provincial convention is planned by the Advisory Board. Each W.I. sends one delegate. Members may attend, and are encouraged to do so; some Institutes send a delegate and a visitor, paying the expenses of both. It is hoped the provincial convention will inspire and direct the attention of Institutes to topics with which they should concern themselves, and study during the next year.

The Advisory Board appoints two representatives to the Board of Directors of the Federated Women's Institutes of Canada. It also selects the representatives to the conference of the Associated Country Women of the World. It is, therefore, important that Institutes bring their most capable women forward to represent them on their District Board because from these will be chosen the District President, who may in turn hold provincial, national, and even international offices. A Board of Directors is used from the local W.I. to the national W.I. and places the responsibility for the operation of the Women's Institute on several rather than a few. Serving as a member of a board gives a woman wider experiences.



## LIFE MEMBERSHIP

To honour women who have made a contribution to the work of the Women's Institute, provision was made in 1935 for Life Membership in the Manitoba Women's Institute. This is at the provincial level, therefore, it helps to record the names of women who have been outstanding in their contribution of service and leadership.

The giving of a life membership is honorary and carries no privileges. Institutes must remit provincial and district fees on their total membership. There has been a mistaken idea that it is not necessary for life members to pay fees in her own Institute. Life members are not entitled to voting privileges at provincial conventions unless attending as a delegate of her Institute.

The rules regarding life membership are as follows:

1. (a) Life Membership shall be for Women's Institute members for service to Women's Institute work, and will be granted only to members of at least ten years' standing.  
(b) The Advisory Board of Women's Institutes shall have power to confer Life Membership on women other than W.I. members, who have rendered outstanding service.
2. Life Membership in the Manitoba Women's Institute may be secured by the payment of \$10.00.
3. Life Membership must be sanctioned by a recognized W.I. organization before application is made to Advisory Board. The application must be signed by the President and Secretary of said organization, then submitted to the Advisory Board with the fee of \$10.00.
4. Life Membership Certificates will be supplied by the Advisory Board of the Manitoba Women's Institute, and will carry the signature of the Provincial President and local President. A Life Membership pin will accompany the Certificate free of charge.
5. Life Membership will carry no other privileges than those of an ordinary Women's Institute member. Life Membership shall entitle the holder to voting power in one Institute only.

## INSTITUTE PINS

**Official Pin**—The Manitoba Women's Institute decided to use the pin of the Federated Women's Institutes of Canada as their official badge. This helps to make the members realize that they are a part of a national organization, and have responsibilities as such. Pins may be obtained from the Secretary of the Manitoba Women's Institute. Every member is entitled to wear a pin. Requests for pins should be sent in by the Institute Secretary. See inside front cover for the price.

**Life Membership Pin**—The Life Membership pin is a small oval with the prairie anemone or crocus (the flower emblem of Manitoba) in the centre. The pin is in green, gold and mauve. Only those who have been awarded Life Memberships are entitled to wear this pin. The pin is sent to the Institute, to be given at the time the Life Membership is presented.



**A.C.W.W. Pin**—Every member is entitled to wear the pin of the Associated Country Women of the World. It is light green and white and has four points, on each appears one of the letters A.C.W.W. These may be secured from the Secretary of the Manitoba Women's Institute.

### **BOOK OF REMEMBRANCE**

In 1935, the Manitoba Women's Institute commenced a Book of Remembrance in which an Institute, community, or family may have entered the life story of an Institute member who has passed on and during her life rendered loving service to others. The Book of Remembrance is blue morocco leather with an F.W.I.C. pin embedded in the cover, and the word "Remembrance" is in gold lettering. Only one story is entered on a page and it is inscribed by hand.

The following are the regulations:

1. To honour women who have passed on and in their life rendered loving service to others.
2. A member of any Women's Institute is eligible to have her name placed on this roll by her Institute, community or family.
3. Each member shall have her own page inscribed with an account of her life, and her work for country women.
4. Enrolment may be secured by submitting for approval to the Advisory Board the name of the departed, a short story of her life and work, not exceeding 200 words, and the fee of \$5.00. (The Advisory Board reserves the right to edit, and if necessary rewrite the story.)
5. Enrolment of name shall take place immediately following Provincial Convention with fitting ceremony.
6. The Advisory Board shall have power to so honour such women.

### **INSTITUTE NEWS**

The Manitoba Women's Institute publishes a small paper called the "Institute News" three or four times a year. It contains reports of conventions, summaries of speeches, and information of value to Institutes in preparing their programmes. The "Institute News" is paid for out of fees, and every member is entitled to her copy; if a member is absent it is the responsibility of the Secretary to send this to her. The most satisfactory way is to put a stamp on it and post it.

### **INSTITUTE SCHOLARSHIP**

Each year, students taking second year Home Economics at the University of Manitoba, and whose homes are in rural Manitoba, may apply for the Women's Institute Scholarship. The amount is \$100.00. Scholastic ability is the main consideration, but the need of financial assistance is also considered when making the award. The scholarship committee of the University of Manitoba makes the selection.



## LOAN COLLECTION OF HANDICRAFTS

The Manitoba Women's Institute have a loan collection of handicrafts which may be borrowed by any Institute. The only stipulation is that they must include a talk with the display so that the members may get an appreciation of the crafts, and standards of workmanship may be established.

The collection was purchased by the Advisory Board in 1937 following a visit of Lady Tweedsmuir, whose husband was then Governor-General of Canada. Lady Tweedsmuir, interested in the Women's Institute, learned of the work in handicrafts being done in many parts of Manitoba by people who came from other lands. She encouraged the Women's Institute to get together a craft exhibit which would show high standards of work, and how designs could be used on articles common to almost any home. Lady Tweedsmuir donated 17 articles to the collection, as well as several books showing designs and photographs of rare pieces of handwork.

## CONDUCTING A MEETING

It is important that meetings be conducted in an orderly manner. An understanding of the procedure for handling motions is essential to complete the business in a minimum amount of time. All business should be brought before the meeting in the form of motion. The motion should state the action to be taken.

### Steps in Making a Motion —

1. Moved by a member who states the detail, and if necessary puts it in writing.
2. Seconded by a member.
3. Stated by the presiding officer who also calls for discussion.
4. Discussion by the members. The presiding officer is responsible for keeping the members to the point. Members may speak once to the motion, and if they wish to speak again ask permission from the chair.
5. Amendments may be made if the motion is not satisfactory. The amendment may be proposed to (a) insert words, (b) leave out words, or (c) leave out words in order to insert other words. The amendment must deal with the motion. It cannot just give a negative to the motion i.e. the word "not" cannot be inserted, because the same result is obtained by defeating the motion. Only two amendments may be made, each being moved and seconded. If amendments are made, the last one, or as it is called "the amendment to the amendment", is voted upon first; if this is defeated, then the amendment to the motion is put to the vote and if it is defeated, then the motion. However, if the amendment to the amendment passes, then the amendment as amended, and the motion as amended must be put to the meeting. Members frequently find amendments confusing and may ask the mover and seconder of the original motion to withdraw it; if they are agreeable and the meeting approves, then a new motion may be formed. A motion that has been voted upon cannot be amended.



6. Vote on a motion—the chairman restates the motion and asks "Are you ready for the question?" A count is taken of the votes. A motion of sympathy, congratulations, or courtesy is never put to a vote.

7. Announcement of vote.

**Delaying Action on a Motion**—Sometimes a meeting wishes to delay action on a motion. This may be done in one of three ways each of which would necessitate a proper motion:

1. Refer it to a committee which will report at a later meeting.
2. Postpone until a stated time in the future.
3. Lay on the table. If this is done, to bring the matter before the meeting again, a motion must be made, "to take it from the table". Provided other business has taken place it may be done at the same meeting.

**Reconsider a Motion and to Rescind a Motion**—Any member may move that a motion be reconsidered. There is a difference of opinion with authorities as to whether this may be done at the same meeting or whether notice of motion must be given that a motion to reconsider will be brought in at the next meeting; the latter may be done only if not more than one month has elapsed.

When it is too late to reconsider a motion, a motion to rescind the motion may be brought forward.

**Notice of Motion**—Notice of motion may be made when dealing with matters of unusual importance. This is done at a regular meeting or by written notices stating the details of the matter to be brought before the meeting. Notice of motion is necessary for an Institute deciding upon acquiring or disposing of property.

**Committee as a Whole**—When a meeting wishes to discuss a matter freely a member may bring in a motion for the meeting to become "a committee of the whole" to discuss that particular question. The president appoints a member to take her place and she leaves the chair. The president may then take part in the discussion. Only matters pertaining to the question may be considered. Members may speak more than once. A motion made in committee is not seconded. Every question is decided by a majority of voices. The chairman is directed to report to the meeting. The meeting considers the report of "the committee of the whole" in the same manner as other business.

## INSTALLATION CEREMONY

To be used by the Women's Institute of Manitoba at the December meeting. One member to be appointed to conduct the ceremony.

**Instructions:** All stand.

**Singing:** O Canada, 1st verse and chorus.



**Instructions:** Newly elected Board shall come forward, as the Institute Ode is sung, and face the members. The leader standing to one side.

**Sing:**           **Institute Ode** (Tune, Auld Lang Syne).  
A goodly thing it is to meet  
    In Friendship's circle bright,  
Where nothing stains the pleasure sweet  
    Nor dims the radiant light.  
No unkind word our lips shall pass,  
    No envy sour the mind,  
But each shall seek the common weal,  
    The good of all mankind.

**Leader:**       We stand at the threshold of a new term of work in the history of the ..... Women's Institute. It is fitting at this time we should examine and review the objectives of our organization, that the plans we make, and the programme we prepare may more perfectly achieve the fulfilment of its purpose.

**Read in Unison:**

1. The objects of an Institute shall be to stimulate an interest in the improvement of the individual home, in country and town, and to advance the interests of the community along all lines which lead to better living.
2. All Institutes organized shall be strictly non-partisan and non-sectarian in every phase of their work, and no Institute shall be operated in the interests of any party or sect, but for the equal good of all citizens.
3. No subject shall be presented at any Institute meeting, or discussion allowed, of a partisan or sectarian nature; nor shall any speaker be allowed in his or her lecture, essay or speech, or in any discussion to advertise wares or schemes in which he or she has a direct or indirect pecuniary interest.

**Leader:**       That we may be mindful of the spirit, which from the beginning has animated the Women's Institutes, let us repeat in unison the Motto and in a moment of silence following, meditate upon its application to the work in hand.

**In Unison:**     For home and Country—(followed by a moment of silence).

**Leader:**       Will the members please be seated and the Officers and Board members remain standing.



**Leader:** It is my privilege to have been chosen to charge you with the responsibilities as the newly elected Officers and Board members for the ensuing term, each to her appointed task.

Mrs. .... President

Mrs. .... Vice-President

.....  
(Read list of Officers and names of additional Board Members)

Are you ready and willing to accept the privileges and responsibilities conferred upon you by the office to which you have been elected and do you promise to fulfil your duties to the best of your ability?

**Response in Unison:** I do.

**Leader:** Is it the desire of this Women's Institute that we shall work in unity in all spheres of Institute activity, accepting such responsibilities as comes within its scope locally, in the district, in the province, in the national and in the international fields of endeavour?

**Response all in Unison:** Such is our desire.

**Leader:** The Board and Officers have been chosen for the next term, and they have accepted the obligations laid upon them. They have their part, equally the members have theirs. The Board and Officers are dependent upon your support, your encouragement and your co-operation. The effective functioning of the organization is assured only as each member gives of her time, her energy and her ability. Will you pledge your loyalty to your Board and in pledge of your own personal support of the work say, "I do so pledge my support."

**Response of Members in Unison:** I do so pledge my support.

**Leader:** Let us conclude this ceremony by repeating the Mary Stewart Collect.

**Sing:** The Queen.



# Appendix A

## AN ACT RESPECTING WOMEN'S INSTITUTES

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

1. This Act may be cited as "The Women's Institutes Act."

### Interpretation.

2. In this Act, unless the context otherwise requires:

- (a) "Department" means Department of Agriculture and Immigration;
- (b) "Institute" means any Women's Institute organized or continued under this Act;
- (c) "Minister" means the Minister of Agriculture and Immigration;
- (d) "Director" means the Director of the Extension Service of the Department of Agriculture.

### Objects of Institutes

3. The objects of an Institute shall be to stimulate an interest in the improvement of the individual home, in country and town, and to advance the interests of the community along all lines which lead to better living.

4. All Institutes organized shall be strictly non-partisan and non-sectarian in every phase of their work, and no Institute shall be operated in the interests of any party or sect, but for the equal good of all citizens.

5. No subject shall be presented at any Institute meeting, or discussion allowed, of a partisan or sectarian nature; nor shall any speaker be allowed in his or her lecture, essay or speech, or in any discussion, to advertise wares or schemes in which he or she has a direct or indirect pecuniary interest.

### Existing Institutes

#### Former Institutes continue subject to this Act.

6. All Institutes established and in operation at the time of coming into force of this Act shall continue as such, subject to provisions of this Act, and the present officers of such Institutes shall continue to hold office as such until their successors take office.

### Organization of Institutes

#### Organization.

7. Unless it is shown to the satisfaction of the Minister to be detrimental to the interests of some Institute already in existence, a Women's Institute may be formed under the provisions hereof, in the following manner:

#### Application.

(a) an application in form A in the schedule hereto and containing the information indicated as required thereby, shall be signed by not less than ten persons, each of whom is eighteen years of age or over, a resident of the Province, and not a member of any other Institute of the Province;

#### Annual Subscription.

(b) every person signing the said application shall pay at least twenty-five cents as, or as part of, her first annual subscription to the funds of the proposed Institute, and such moneys shall be paid to and be held by one of the subscribers in trust for the Institute;

#### Director to approve of application.

(c) the application shall be transmitted to the Director who, if he finds the application correct in every particular, shall forward it to the Minister for approval; if the application is approved by the Minister he shall declare the subscribers thereto to be organized as in Institute under the name of "The (giving distinguishing name) Women's Institute" and shall issue a certificate of organization;



**Institute to be a body corporate.**

(d) the said subscribers and such persons as may thereafter become members of the Institute shall thereafter become and be a body corporate and politic under the name stated in the certificate of organization;

**Headquarters of Institute.**

(e) for the purpose of this Act the headquarters of an Institute shall be the usual place of holding its meetings or which it has by a by-law or resolution passed at a regular meeting designed as its headquarters, and a certified copy of which by-law or resolution shall be forwarded to the Director;

**First meeting.**

(f) as soon as practicable after the formation of an Institute a meeting of the subscribers and of such other persons as desire to become members shall be held at the call of the Director at such time and place and after such public notice as he directs;

**Report.**

(g) within one week after the meeting the secretary shall send to the Director a report of the meeting certified as correct by the president and secretary, containing a list of officers elected or appointed.

## **Funds**

**Expenditures.**

8. (a) The funds of an Institute, however derived, shall not be expended for any object inconsistent with the provisions of the Act.

**Deposits.**

(b) The funds shall be deposited from time to time to the credit of the Institute, in a chartered bank and all cheques shall be issued by the secretary-treasurer on instructions from the executive officers.

## **Membership**

**Qualification and fees.**

9. (1) Any woman residing in the district served by the Institute and qualified to sign an application for the formation of an Institute, and who is not at the time a member of any other Institute in Manitoba, may become a member thereof at any time on payment to the treasurer of a membership fee of not less than twenty-five cents.

**Privileges.**

(2) Payment of the fee shall entitle the person paying it to the privileges of membership for the financial year for which it is paid and until conclusion of the next following annual meeting.

## **Officers**

**Officers.**

10. The officers of the Institute shall consist of a president, a first and second vice-president and not more than seven other directors. In the event of an Institute having more than fifty members one more director may be elected for each additional ten members. The president and vice-presidents shall be ex-officio directors.

**Voting qualifications.**

11. The persons qualified to vote for officers or to be elected shall be only those members who have paid their membership fees as required by this Act.

**Directors and auditor.**

12. At the first meeting and at every subsequent annual meeting all the members present shall nominate and elect by ballot from among the members of the Institute the required number of directors and one auditor who shall not be a director.

**Directors elect officers.**

13. The directors so elected within one week thereafter shall meet and elect from among themselves a president and a first and second vice-president.



**Secretary-treasurer to be appointed.**

14. The directors may from time to time appoint a secretary-treasurer who may or may not be a director and who shall hold office during pleasure.

**Duties of secretary-treasurer.**

15. (a) The secretary-treasurer shall receive all moneys paid to the Institute and disburse the same in the manner ordered by the Board of Directors.

(b) Keep a complete and detailed record of all moneys received and disbursed.

(c) Keep minutes of all meetings of the Institute, conduct correspondence for the Institute, subject to the direction of the officers, and forward to the Director such reports as may be required.

(d) Prepare at the end of the financial year such statement of the finances of the Institute as is required to be submitted to the annual meeting.

**Vacancies in office.**

16. If an officer dies or resigns or otherwise vacates her office the directors shall appoint an eligible person to fill the vacancy for the unexpired term.

**Director may call meetings when officers fail.**

17. If at any time an Institute has no officer or if there is an insufficient number of officers and they do not act, the Director may authorize any person to call a meeting of the Institute for the election of officers or for any other purpose or may take such other action as he deems proper in the interests of the Institute.

## Meetings

**Annual meeting.**

18. Each Women's Institute shall hold its annual meeting on such day between the fourth and twentieth days of November, both days included, at such central place as may be decided upon by the officers.

**Notice of meeting.**

19. At least two weeks' previous notice of such meeting, with full particulars as to place and date, shall be given by the secretary of the Institute by advertisement in a newspaper or by such notice as the officers may decide to give.

**Report of Officers.**

20. At such meeting the officers shall present for consideration by the members a report of the proceedings of the Institute, and other important business transacted, together with a statement of the receipts and expenditures for the twelve months ending October 31st, previous to the meeting, shown in such form as may be decided upon from time to time by the Director and duly audited.

**Report to be sent to Director.**

21. A certified copy of the minutes of the annual meeting and a list of officers elected, with their post office addresses, shall be transmitted to the Director by the secretary within one week after the annual meeting.

**Substitute meeting.**

22. If an Institute fails to hold its annual meeting within the time appointed the Director may appoint a time for holding the same and the meeting shall be called in accordance with section 20 by the secretary-treasurer or by some person appointed by the Director for the purpose, such meeting to be deemed the annual meeting of the Institute and conducted as such in every particular.

**Order of business.**

23. The following shall be the order of business at the annual meeting:

- (a) Reading of minutes of previous annual meeting.
- (b) Addresses and reports of officers.
- (c) Reports of committees.
- (d) Unfinished business.
- (e) New business.
- (f) Addresses and discussions.
- (g) Election of officers.
- (h) Adjournment.



### **Quorum.**

24. Six members shall constitute a quorum at a meeting of the Institute, and five directors at a meeting of the directors, the president and first and second vice-presidents being always regarded as directors.

### **Directors' meeting.**

25. Meetings of the Board of Directors may be held at any time at the call of the president, and in her absence, of the vice-president or any three members of the Board, and it shall be the duty of the secretary-treasurer, when instructed so to do, to give at least seven days' notice in writing to every member of the Board, which notice shall be posted by mail in due course or as otherwise provided by law.

### **Meetings other than annual.**

26. Each Institute shall hold on its own initiative at least six meetings each year, and no new Institute shall be regarded as eligible for participation in any grants which may hereafter be given by the Legislature to Women's Institutes unless it has been in existence at least six months previous to the time of holding its regular annual meeting and has held at least four regular meetings on its own initiative.

## **Real Property**

### **Institutes may hold and acquire land.**

27. (1) All Institutes now or hereafter organized shall be bodies corporate, with power to acquire and hold land, and, subject to the approval of the Institute given at a meeting called for the purpose, to sell, mortgage, lease or otherwise dispose of the same or any other property held by such Institute.

### **Notice of meeting.**

(2) At least a month's previous notice of such meeting shall be given in the manner provided for calling such meetings, and the notice shall state the object for which the meeting is called.

## **By-Laws**

### **Institutes to make own by-laws.**

28. Each Institute shall have the power to make by-laws not inconsistent with the object of the Institute for the conducting of its business.

## **Supervision of Societies**

### **Director to supervise.**

29. The Director shall have the general direction and supervision of all Institutes organized or existing under this Act, and, in the direction and supervision thereof, he shall be responsible to the Minister.

### **Advisory Board.**

30. The Director shall be assisted in the general direction of the Institutes by an Advisory Board composed of the Director of Home Economics of the University of Manitoba, two women appointed by the Minister, and one woman elected from each of the districts into which the Province is for the purpose from time to time divided by the Minister.

## **Duties of the Advisory Board**

### **Meetings and duties of Advisory Board.**

31. (1) The Advisory Board shall be convened at least twice a year by the Director on the advice of the Minister, for the purpose of deciding on the needs of the various Institutes and suggesting the best methods of meeting these needs.

(2) They shall, with the approval of the Minister, draft such by-laws, rules and regulations as seem to them to be in the best interests of the various Institutes, and generally plan for the success of women's work in the Province.

(3) The members of the Board shall elect from their number a chairman, whose duties it will be to preside at all meetings of the Board.

(4) The Chairman of the Advisory Board shall be ipso facto the president of the Manitoba Women's Institutes.



### **Dissolution of an Institute.**

32. (1) If it appear to him advisable that any Institute be dissolved, the Minister may order and declare that on and after a day to be named by him such Institute shall cease to exist, whereupon such Institute shall be dissolved.

### **Procedure on.**

(2) Prior to the proposed dissolution of an Institute the Minister may appoint a liquidator or liquidators to adjust and settle the assets and liabilities of such Institute, and such liquidator or liquidators so appointed shall have full power and authority to sell and dispose of and convert into money all the assets and property of such Institute and shall apply the proceeds, so far as the same extend, firstly in the payment of his or their remuneration which shall be fixed by the Minister, and secondly in payment of the debts of the Institute, and the surplus, if any, shall be paid into the funds of the municipality within which such Institute is organized, if at any time the municipality has paid grants to the Institute, otherwise the surplus shall be paid into the general Women's Institute funds of the Province.

### **Minister may make rules and regulations.**

33. The Minister may make rules and regulations not inconsistent with the provisions of the Act for supplementing the same or for the proper carrying out of the objects hereof.

### **"The Women's Institute Act" repealed.**

34. "The Women's Institutes Act", being chapter 84 of the Consolidated Amendments, 1924, is repealed.

### **Coming into force.**

35. This Act shall come into force on the day it is assented to.

## **Schedule**

The following is the schedule referred to in this Act:

### **Form A (Section 7)**

Petition for the formation of "The (giving distinguished name) Women's Institute".

We, the undersigned, being desirous of securing the establishment of a women's institute under the name of (here give name of proposed society), hereby subscribe the sums set opposite our respective names, and promise to continue to pay to the secretary-treasurer of the Institute, so long as we remain members of it, not less than twenty-five cents annually; and we further promise to conform to the by-laws and other regulations of the Institute. The area from within which our members will be obtained is defined as follows:

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Names	Residences	Post Office Addresses	Subscriptions \$                      c
	Sec., twp. and range or parish lot		

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I, \_\_\_\_\_, secretary-treasurer, pro tem of the proposed women's institute referred to in the annexed petition, do solemnly declare that I have received the sums mentioned in the said petition, amounting in the aggregate to \_\_\_\_\_ dollars \_\_\_\_\_ cents (\$ \_\_\_\_\_), and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act."

Declared before me at  
day of

Secretary-Treasurer pro tem.  
this

A.D. 19 \_\_\_\_  
A Justice of the Peace, or Notary  
Public, or a Commissioner in B.R.



# **Appendix B**

## **CONSTITUTION DISTRICT WOMEN'S INSTITUTES**

### **Article I — Name**

This organization shall be known as the ..... District Women's Institute.

### **Article II — Boundaries**

The Institutes that shall be included in any one district shall be those designated from time to time by the Women's Institute Advisory Board.

### **Article III — Membership**

(a) Institutes within the district may become members by paying an annual fee of \$ ..... for each member as shown at the close of the last fiscal Institute year.

(b) Institutes shall be in good standing until the completion of the next district annual meeting and again after the payment of each annual fee.

### **Article IV — Privileges of Membership**

Each Institute shall be entitled to send two delegates to the district convention, which shall be open to the public.

### **Article V — Meetings**

(a) The district annual convention of the Institutes shall be held between May 10th and September 15th in each year at such place and time as may be decided upon by the district officers. Dates for all conventions shall be approved by the Advisory Board.

(b) Meetings of the District Board may be called at any time by the President or Acting President or on the written request of any three directors, at least two weeks' notice in writing having been forwarded to all the directors.

### **Article VI — Reports at Annual Meeting**

At each annual district convention the officers shall present a report of their proceedings during the past year for the consideration of delegates. Such reports shall give the names of all local Institutes, receipts and expenditures for the preceding twelve months and such other information as the officers may decide upon.

### **Article VII — Officers**

The officers shall be:

President.  
Vice-President.  
Secretary-Treasurer.  
Board of Directors.

In addition to the above officers the delegates shall annually appoint an Auditor and may elect such standing committees as they deem necessary.

#### **Election of Directors.**

The delegates at the annual convention shall nominate and elect by ballot, not less than six and not more than twelve persons who shall constitute the directors for the coming year.

#### **Election of Officers.**

At the close of the convention if possible or within ten days, the directors shall meet and elect from among themselves a President and Vice-President, as well as an advisory committee of as many members as they deem necessary. These persons with the officers shall form the executive committee of the district. The directors may from time to time appoint a Secretary-Treasurer who may or may not be a director and who shall hold office during pleasure.

#### **Officers to Continue Until Close of Annual Meeting.**

The directors elected at the convention of the district shall hold office until the conclusion of the next district convention.



## Article VIII — Executive Meetings

Meetings of the executive shall be held pursuant to notice given all members by the secretary. These may be called by the President or Acting President or on written request of three members of the executive.

### Quorum.

Three members of the executive, five of the directors and eight of the delegates shall constitute a quorum at an executive, directors' or annual meeting respectively.

## Article IX

The executive committee shall have power to fill vacancies arising in their number.

## Article X

The funds of the District shall be held to the credit of the District and audited before the close of each year. Payment therefrom shall be made by the Secretary-Treasurer for current expenses on the order of the Board of Directors and for special expenses as decided upon by the Annual District Convention.

## Article XI

A two-thirds vote of delegates at a district convention may submit to the Advisory Board recommendations as to the amendment, revision or repeal of the above constitution.

## Article XII

Each District shall have power to make by-laws for the conducting of its business not inconsistent with the above constitution.

# Appendix C

## CONSTITUTION MANITOBA WOMEN'S INSTITUTE

### Article I — Name

This organization shall be called the "MANITOBA WOMEN'S INSTITUTE".

### Article II — Motto

The motto of the provincial organization of the Manitoba Women's Institute shall be "FOR HOME AND COUNTRY".

### Article III — Policy

(a) The Manitoba Women's Institute shall be the provincial organization of all local Women's Institutes which have been or may hereafter be formed under the "Women's Institute Act" (1930).

(b) The organization shall be strictly non-partisan and non-sectarian in every phase of its work and shall not be operated in the interests of any party or sect, but for the equal good of all citizens.

### Article IV — Object

(a) To unite the local Institutes throughout the Province.

(b) To act as a clearing house for activities of the various local Institutes.

(c) To develop home-making and agriculture and co-operate with the Manitoba Department of Agriculture.

(d) To voice the sentiment of the local Institutes on all matters of importance within the scope of Women's Institute work.



## **Article V — Membership**

Local Institutes in good standing during the preceding year shall become members upon the payment of an affiliation fee that may be determined from time to time, by the officers of the Manitoba Women's Institute.

## **Article VI — Privileges of Membership**

Any affiliated Institute may appoint a delegate or delegates (as may from time to time be decided upon by the Provincial Board) who will have full voting power for the carrying on of business at the Annual Meeting or at any other duly authorized meeting of the Provincial Women's Institute.

## **Article VII — Directors**

The Directors shall be the President of each district into which the Province is for the purpose from time to time divided by the Minister of Agriculture, the Director of Home Economics, University of Manitoba, and two women appointed by the Minister of Agriculture.

## **Article VIII — Officers**

The Officers of the organization shall be a President, Vice-President, Convention Secretary, Corresponding Secretary and Treasurer.

## **Article IX — Executive**

The Executive Committee shall consist of the President, Vice-President and not more than three Directors, who shall be elected, and a representative of the Manitoba Department of Agriculture.

## **Article X — Meetings**

**ANNUAL**—The Annual Meeting shall be held on such date and at such place as may be decided upon from year to year by the Directors. At least two weeks' notice shall be given by the Secretary or under her direction, the notice to be mailed to all Directors and Secretaries of all affiliated Institutes.

**SPECIAL**—Special meetings may be called at any time by the President or, in case of her absence or inability, by the Vice-President or on written request by three Directors. Such meetings shall be held pursuant to notice similar to that necessary in connection with the annual meeting.

**DIRECTORS**—Meeting of the Directors shall be held pursuant to notice mailed to each Director by the Secretary, and such meeting shall be called by the President or, in her absence or inability, by the Vice-President or on the written request of three Directors.

## **Article XI — Power of Officers**

The Officers shall have full power to act on behalf of the organization and all grants of money and other funds shall be received and expended under their direction subject, nevertheless, to the by-laws of the organization.

## **Article XII — Duration of Office**

All Officers and Directors shall hold office until the close of the Annual Meeting or until such time as their successors shall have been appointed.

## **Article XIII — Elections**

All elections for provincial offices shall be by ballot, after previous ballot nomination, for a term of one year.

## **Article XIV — Eligibility for Office**

No officer shall be eligible for more than two consecutive terms to the same office except the Secretary and Treasurer.



### Article XV — Moneys

The funds of the Institute, however derived, shall not be expended for any purpose inconsistent with ARTICLE IV. They shall be deposited from time to time to the credit of the organization, in a chartered bank, and all payments therefrom shall be by cheque of the Treasurer and other signing officer on the order of the Directors or Executive.

### Article XVI — Quorum

The following shall constitute a quorum:

- (a) Annual Meeting—Delegates from one-fourth of all Institutes in good standing.
- (b) Directors' Meeting—Seven.
- (c) Executive Meeting—Three.

### Article XVII — Year

The membership year as well as the financial year, shall be from November 1st to October 31st.

### Article XVIII — Auditors

An Auditor, or Auditors, shall be appointed at each annual meeting.

### Article XIX — Duties of Officers

The duties of the Officers shall be those customary to the officers in similar organizations.

### Article XX — Change in Constitution

The Constitution may be amended, revised or rejected by a two-thirds vote at any regularly called meeting.









## COLLECT FOR CLUB WOMEN

Keep us O Lord from pettiness; let us be large in thought, in word and deed.

Let us be done with fault finding and leave off self seeking.

May we put away all pretence and meet each other face to face, without self pity and without prejudice.

May we never be hasty in judgment and always generous.

Teach us to put into action our better impulses straight forward and unafraid.

Let us take time for all things: Make us grow calm, serene, gentle.

Grant that we may realize that it is the little things that create differences; that in the big things of life we are one.

And may we strive to touch and know the great human heart common to us all. And, O Lord God, let us not forget to be kind.

— MARY STEWART.